DGS-550-1 REV. 7/86

## DEPARTMENT OF GENERAL SERVICES Records Management Division

SCHEDULE NO. 1406 - 3

PAGE

RECORDS RETENTION AND DISPOSAL SCHEDULE

NO. 1 of 2

l	RECORDS RETENTION AND DISPOSAL SCHEDULE   NO. 1 OF 2						
	Department of Public Safety and Correctional Services Division of Correction						
	Agency	Division					
Item No.	Description	Retention					
	ADMINISTRATIVE OFFICES AREA:						
1.	ADMINISTRATIVE GENERAL CORRESPONDENCE:						
	Subject arrangement of original incoming and outgoing letters and memoranda, reports, studies, surveys, investigations press releases, legislative material and other miscellaneous documents related to the administration of the Division and it institutions.	relating to plan- ning and policy					
2.	Manuals and Publications:	Screen annually, destroying materials not needed for the conduct of business. Retain one official copy of each publication or manual permanently for periodic transfer to the State Archives.					
3.	Minutes Including, but not limited to:  a. Managing Officer Meetings b. Warden's Staff Meetings c. Inmate Advisory Committee Meetings d. Union Representative Advisory Meeting	Retain permanent- ly. Transfer periodically to the State Archives.					

Schedule Approved by Department, Agency, or Division Representative

Schedule Authorized by

JAN = 0 1992

Edward C. Paperpuse

Signature/

Title

Date

State Archivist

## DGS-550-1A RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

SCHEDULE NO. 1406 - 3 PAGE NO. 2 of 2

		NO. 2 01 2
Item No.	Description	Retention
4.	Legal Materials Including, but not limited to:  a. Law suits b. Advice of Counsel c. Attorney General Opinions	Screen Annually. Retain permanent- ly for periodic transfer to the State Archives.
5.	I.D./Information Bulletin Sign-Off Sheets Lists of employee signatures indicating receipt of or having read institutional directives and information bulletins.	Retain for five (5) years after the I.D. is rescinded, then destroy.
	·	

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS \$50-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTURY  PAGE 1 OF 5
1. DEPARTMENT/AGENCY Public Safety and Correctional Services	2. DIVISION  Division of Cor		3. UNIT Administrative Offices
		DE NORMALLY FILED Ention and dispos	AND USED AS A UNIT FOR
4. RECORD SERIES TITLE  Administrative Offices General O	• .		S. EARLIEST YEAR/LATEST YEAR TO
Subject ar and outgoi reports, s press rele other misc	rangement of ong letters and tudies, survey ases, legislatellaneous docustration of the series.	Original incom	zions, and
7. RECORD SERIES FORMAT(S)  LETTER SIZE D MICROFILM  LEGAL SIZE D COMPUTER TAPE  BOUND BOOK D FLOPPY DISK  AUDIO TAPE D VIDEO TAPE  OTHER(SPECIFY)	8. RECORD SERIES SEQUENCE  ALPHABETICAL  NUMERICAL  CHRONOLOGICAL  GEOGRAPHICAL		D FILE DRAWER(S)  D MICROFILM REEL(S)  COMPUTER TAPE(S)  OTHER(SPECIFY)  10. ANNUAL ACCUMULATION
- onen aretiff	OTHER(SPEC		FILE DRAWER(S)  MICROFILM REEL(S)  NUMBER COMPUTER TAPE(S)  OTHER(SPECIFY)
11. FILE IS USED  A DAILY DEEKLY	D MONTHLY	l .	S INACTIVE AFTER MONTH(S) PYEAR(S)
13. CURRENT LOCATION(S) (BLDG.,FL	.OOR , ROOM )		ERIES DUPLICATED ELSEWHERE? ECIPY AGENCY OR OFFICE)
15. ACCESS RESTRICTIONS -U YES (1F YES, CITE LAW(S) & REGULAT		16. AUDIT REQUIR	REMENTS  ATE   FEDERAL   INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF BRIEFLY AND DESCRIBE ANY HA		Retain for the (3) years the destroy. Material relating to provide that illustrated the developments.	for periodic transfer to the clan- State Archives.
19. NAME AND TITLE OF PREPARER  Myles Carpeneto, Director of Procurement Services	(301) 764-4113	NUMBER	5/1/9/

	INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS \$50-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY  PAGE 2 OF 5	
1. DEPARTMENT/AGENCY Public Safety and		2. DIVISION		3. UNIT	
	Correctional Services	Division of Cor		Administrative Offices  AND USED AS A UNIT FOR	
_		CE AS WELL AS RET			
	4. RECORD SERIES TITLE Administration Correspondence Manuals and Pub		eneral	5. EARLIEST YEAR/LATEST YEAR TOTO	
	Subject arr and outgoin reports, st press relea other misce	angement of or g letters and udies, surveys ses, legislatilaneous documentation of the	riginal incomi memoranda, s, investigati ive material a ments related	ons, ind	
	7. RECORD SERIES FORMAT(S)	. RECORD SERIES	B SEQUENCE	9. VOLUME	
	LETTER SIZE O MICROFILM	O ALPHABETIC		O FILE DRAWER(S)	
	LEGAL SIZE COMPUTER TAPE	- NUMERICAL		☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S)	
	D BOUND BOOK D FLOPPY DISK	CHRONOLOG	ICAL	NUMBER OTHER(SPECIFY)	
	C AUDIO TAPE C VIDEO TAPE	□ GEOGRAPHI	CAL		
	OTHER(SPECIFY)	OTHER(SPE	CIFY)	10. ANNUAL ACCUMULATION  Differ Drawer(s)	
	<del></del>		·	MICROFILM REEL(S)	
į	11. FILE IS USED	D MONTHLY		S INACTIVE AFTER MONTH(S)	
!	13. CURRENT LOCATION(S) (BLDG., FI		14. IS RECORD S	ERIES DUPLICATED ELSEWHERE? EGIFY AGENCY OR OFFICE)	
•	15. ACCESS RESTRICTIONS TO YES	- ***	16. AUDIT REQUIREMENTS  O NOME X STATE O FEDERAL O INDEPENDENT		
	17. IS AN INDEX SYSTEM USED? (IF BRIEFLY AND DESCRIBE ANY HU		Screen annua destroying mals not need the conduct business. Roone official	perimanently for periodic transfer to the State of Archives.	
	Myles Carpeneto, Director of Procurement Services	(301) 764-4113	NUMBER	5/1/9)	

SEPARATI REVISED WITH REC	INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD WITH RECORDS RETENTION SCHEDULE (DG6 550-1)  DEPARTMENT OF GENERAL SERVICE RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		MENT DIVISION RLCO ROAD OX 275	AGENCY RECORDS INVENTORY  PAGE 3 OF 5
Public :	RMENT/AGENCY Safety and ional Services	2. DIVISION Division of Cor		3. UNIT Administrative Offices
	ION-RECORD SERIES.A GROUP	OF RELATED RECOR	DE NORMALLY FILED	AND USED AS A UNIT FOR
(	REFEREN RD SERIES TITLE Administ pondence Minutes	ce <b>as tell as ret</b> rative Offices Ge	=	5. EARLIEST YEAR/LATEST YEAR TO
6. RECO		THE SERIES.		ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SERIES
	<u>Minutes</u>	·	·	
``	Including, bu	t not limited	to:	
	b. Warden's c. Inmate Ad	Officer Meetings Staff Meetings Nvisory Committ Oresentative Ad	tee Meetings	ngs
D LEGAL	7. RECORD SERIES FORMAT(S)  1. LETTER SIZE   MICROFILM   ALPHABETI  1. LEGAL SIZE   COMPUTER TAPE   NUMERICAL    1. BOUND BOOK   FLOPPY DISK   CHRONOLOG    1. AUDIO TAPE   VIDEO TAPE   GEOGRAPHI    1. OTHER(SPECIFY)   OTHER(SPECIFY)		CAL	9. VOLUME    FILE DRAWER(S)   MICROFILM REEL(S)   COMPUTER TAPE(S)   OTHER(SPECIFY)    10. ANNUAL ACCUMULATION   FILE DRAWER(S)   MICROFILM REEL(S)   RURBER   COMPUTER TAPE(S)   OTHER(SPECIFY)
•	E IS USED	* MONTHLY		S INACTIVE AFTER MONTH(S) PYEAR(S)
13. CURE	RENT LOCATION(S) (BLDG.,F	LOOR, ROOM)		ERIES DUPLICATED ELSEVIERE? ECIPY AGENCY OR OFFICE)
	15. ACCESS RESTRICTIONS -0 YES 0 NO (IF YES, CITE LAW(S) & REGULATION(S)			REMENTS  ATE O FEDERAL O INDEPENDENT
	AN INDEX SYSTEM USED? (IF	•	18. RECOMMENDE	D RETENTION
□ YI	IS O NO		ly. peri the	in permanent- Transfer odically to State ives.
	E AND TITLE OF PREPARER arpeneto, Director of	20. TELEPHONE	NUMBER	21. DATE 5/1/91
	ment Services	(301) 764-4113		
DGS	550-4 (REVISED 2/87)			

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	DEPARTMENT OF G	MENT DIVISION	AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE (DGS \$50-1)	7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		PAGE 4 OF 5	
1. DEFARTMENT/AGENCY Public Safety and	2. DIVISION		3. UNIT Administrative Offices	
Correctional Services  DEFINITION-RECORD SERIES. A GROUP	Division of Cor OF RELATED RECORD			
REFEREN	CE AS WELL AS RET	ENTION AND DISPO	ITION PURPOSES	
4. RECORD SERIES TITLE Administ Correspondence Legal Materials	rative Offices G	eneral '	5. EARLIEST YEAR/LATEST YEAR	
	THE SERIES.		MATION/DOCUMENTS/FORMS FOUND PRPOSE OR FUNCTION OF THE SEPTES	
Legal Ma	<u>terials</u>			
Including	g, but not lim	ited to:	•	
	suits ce of Counsel			
	rney General O	pinions		
•		•		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	S SECLENCE	9. VOLLME	
D LETTER SIZE D MICROFILM	O ALPHABETIC		□ FILE DRAWER(S)	
O LEGAL SIZE O COMPUTER TAPE			□ MICROFILM REEL(S)	
	- NUMERICAL	•	NUMBER COMPUTER TAPE(S)	
BOUND BOOK OFLOPPY DISK	CHRONOLOG	,		
AUDIO TAPE D VIDEO TAPE	GEOGRAPHIC		10. ANNUAL ACCUMULATION	
OTHER(SPECIFY)	OTHER(SPE	CIFY)	FILE DRAWER(S)  MICROFILM REEL(S)	
-			RUMBER COMPUTER TAPE(S)	
	<u> </u>	r	. O OTHER(SPECIFY)	
DAILY G WEIGHLY	N MONTHLY		S INACTIVE AFTER MONTH(S) DYEAR(S)	
DAILY DEEDLY	M MONTHLY	NUMBER	matin(s) - iEnt(s)	
13. CURRENT LOCATION(S) (BLDG., F	LCOR, ROOM)	1	ERIES DUPLICATED ELSEWHERE? PECIFY AGENCY OR OFFICE)	
15. ACCESS RESTRICTIONS Q YES		16. AUDIT REQUIREMENTS		
(IF YES, CITE LAW(S) & REGULA	T10N(S)	□ NONE P ST	ATE D FEDERAL D INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY MARDEARE/SOFTWARE)		18. RECOMMENDED RETENTION		
D YES D NO		Retain ly for trans	n Annually. n permanent- r periodic fer to the Archives.	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	21. DATE	
Myles Carpeneto, Director of Procurement Services	(301) 764-4113		5/1/91	
DGS 550-4 (REVISED 2/87)			·	

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	PARATE FORM FOR EACH NEW OR RECORDS MANAGEMENT DIVISION		AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE (DGS 350-1)	P.O. EX JESSUP, MAR	OX 275	PAGE <u>5</u> OF <u>5</u>	
1. DEPARTMENT/AGENCY Public Safety and Correctional Services	2. DIVISION  Division of Cor	rection	3. UNIT Administrative Offices	
			AND USED AS A UNIT FOR	
	CR AS WELL AS RETI			
4. RECORD SERIES TITLE Administration Correspondence I.D./Information	rative Offices Ge n Bulletin Sign-C		5. EARLIEST YEAR/LATEST YEAR TO	
Lists of receipt o	rmation Bullet employee signa f or having re s and informat	in Sign-Off S stures indicated institution	ing nal	
7. RECORD SERIES FORMAT(S)	#. RECORD SERIES		9. VOLUME TILE DRAWER(S)	
C LEGAL SIZE COMPUTER TAPE	O NEMERICAL	- <del>-</del>	MICROFILM REEL(S)	
BOUND BOOK D FLOPPY DISK	CHRONOLOG	ICAL	COMPUTER TAPE(S)  NUMBER D OTHER(SPECIFY)	
D AUDIO TAPE D VIDEO TAPE	GEOGRAPHIC			
OTHER(SPECIFY)	OTHER(SPEC	<del></del>	OFFILE DRAWER(S)  OMICROFILM REEL(S)  RUSHEN COMPUTER TAPE(S)	
11. FILE IS USED	MONTHLY	12. FILE BECOMES INACTIVE AFTER    MONTH(S)   YEAR(S)		
13. CURRENT LOCATION(S) (BLDG.,FI	LOOR, ROOM)	ĺ .	ERIES DUPLICATED ELSEWHERE! EGIFY AGENCY OR OFFICE)	
15. ACCESS RESTRICTIONS TO YES	B □ NO Flow(s)	16. AUDIT REQUIREMENTS		
17. IS AN INDEX SYSTEM USED? (IP		18. RECOMMENDE	D RETENTION	
O YES O NO			Retain for five (5) years after the I.D. is	
		1	rescinded, then destroy.	
Myles Carpeneto, Director of	(301) 764-4113	NUMBER	21. DATE	
Procurement Services  DGS 550-4 (REVISED 2/87)	1 (201) 104-4113		<u> </u>	

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This inventory was isolated from its retention schedule and we have not been able to find the exact retention schedule that matches the unit. However, it seems that many of the records covered in this inventory would be under Administration and thus it is being placed with this schedule due to it being the most closely related.

-June 5, 2007

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR DEVISED PECOED SERVER FORWARD	EPARATE FORM FOR EACH NEW OR EVISED RECORD SERIES. FORWARD ITH RECORDS RETENTION SCHEDULE  RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278		AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE (DGS 350-1)			PAGE OF	
1. DEPARTMENT/AGENCY Public Safety and	2. DIVISION		3. UNIT Strategic Planning	
Correctional Services  DEFINITION-RECORD SERIES-A GROUP	Division of Cor			
DEFINITION-RECORD SERIES- REFEREN	CE AS WELL AS RET	ENTION AND DIS	POSITION PURPOSES	
4. RECORD SERIES TITLE Strategic Planning State Capit	•		5. EARLIEST YEAR/LATEST YEARTO	
This file includes capital	THE SERIES.	INCLUDE THE	PURPOSE OR FUNCTION OF THE SERIES; ate Capital Project Files:	
all State correctional factories, miscellaneous correction literates capital budget material.	espondence fil	es, Pr d Si Ch	oject Approval te Plans ange Orders ogress Meeting Minutes	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	B SEQUENCE	9. VOLUME	
D LETTER SIZE D MICROFILM	O ALPHARETIC	CAL.	FILE DRAWER(S)	
LEGAL SIZE COMPUTER TAPE	D NIMERICAL		MICROFILM REEL(S)	
BOUND BOOK D FLOPPY DISK	CHRONOLOG	1041	NUMBER OF OTHER (SPECIFY)	
D AUDIO TAPE D VIDEO TAPE	1			
	GEOGRAPHIC		10. ANNUAL ACCUMULATION	
OTHER(SPECIFY)	OTHER (SPE	CIFY)	U FILE DRAWER(S) U MICROFILM REEL(S)	
****			NUMBER COMPUTER TAPE(S)	
111.	<u> </u>	OTHER(SPECIFY)		
11. FILE IS USED	D 1000	12. FILE BECOMES INACTIVE AFTER  D MONTH(S) D YEAR(S)		
A DAILY C WEEKLY	- MONTHLY	RUMBER	O MORTIN(S)	
13. CURRENT LOCATION(S) (BLDG., FI	LOOR, ROOM)	14. IS RECORD SERIES DUPLICATED ELSEWHERE?  (IF YES, SPECIFY AGENCY OR OFFICE)  O YES O NO  16. AUDIT REQUIREMENTS  O NOME STATE O FEDERAL O INDEPENDENT		
15. ACCESS RESTRICTIONS - TYE	B D NO			
(IF YES, CITE LAW(S) & REQULA	rion(s)			
17. IS AN INDEX SYSTEM USED? (IF		18. RECOMME	NDED RETENTION Retain for five (5) years after project comple-	
□ YES □ NO .			tion, then trans fer to the State Archives for per manent retention	
. NAME AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	21. DATE	
Myles Carpeneto, Director of Procurement Services	(301) 764-4113		5/1/91	
DGS REAL (SEVIEWS 1/4%)				

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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS \$50-1)	RATE FORM FOR EACH NEW OR SED RECORD SERIES. FORWARD RECORDS RETENTION SCHEDULE P.O. BOX 278		AGENCY RECORDS INVENTO	
1. DEPARTMENT/AGENCY Public Safety and Correctional Services	2. Division  Division of Cor	rection	3. UNIT Strategic	Planning
DEFINITION-RECORD SERIES. A GROUP	OF RELATED RECORD			
4. RECORD SERIES TITLE	E AS WELL AS RETI		S. EARLIE	ST YEAR/LATEST YEAR
Strategic Planning Local Jail				07
	pital Project	. INCLUDE THE PU	ATTON/DOCU	MENTS/PORMS POUND SNCTION OF THE SEPIES;
General Corre Miscellaneou Program and	espondence s - i.e., lett Program Addend	ers, memos, la		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	SEQUENCE	9. VOLUME	_
C LETTER SIZE C MICROFILM	O ALPHABETIC	:AL	1	☐ FILE DRAVER(S) ☐ MICROFILM REEL(S)
C LEGAL SIZE C COMPUTER TAPE	- NUMERICAL			COMPUTER TAPE(S)
D BOUND BOOK D FLOPPY DISK	CHRONOLOG	ICAL.	RUMBER	OTHER(SPECIFY)
D AUDIO TAPE D VIDEO TAPE	GEOGRAPHIC	CAL	10. ANNUAL ACCUMULATION	
OTHER(SPECIFY)	OTHER(SPEC	:IFY)		D FILE DRAWER(S) D MICROFILM REEL(S) COMPUTER TAPE(S) D OTHER(SPECIFY)
DAILY FEEKLY	- MONTHLY	12. FILE BECOME	S INACTIVE	-
13. CURRENT LOCATION(S) (BLDG.,FL	.cor, rocm)			CATED ELSEVIERE!
15. ACCESS RESTRICTIONS -0 YES (IF YES, CITE LAW(S) & REGULAT		16. AUDIT REQUIR		ERAL INDEPENDENT
17. IS AN INDEX SYSTEM USED! (IF		18. RECOMMENDE	D RETENTION	Retain for five (5) years after project comple-
O YES O NO	·			tion, then transfer to the State Archives for permanent retention.
Myles Carpeneto, Director of Procurement Services	20. TELEPHONE P	YUMBER	21. DATE 5/1/	f(
DGS 550-4 (REVISED 2/87)	1 () 101 1115			

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS \$50-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY  PAGE 3 of 5	
1. DEPARTMENT/AGENCY Public Safety and	2. DIVISION	·	3. UNIT	
	Division of Cor	rection	Strategic Planning	
DEFINITION-RECORD SERIES. A GROUP	OF RELATED RECOR	DE NORMALLY FILED	AND USED AS A UNIT FOR	
REFERENC	E AS BELL AS RET	ENTION AND DISPOS	ITION PURPOSES	
4. RECORD SERIES TITLE Strategic Planning Vendor/Cons	Struction literat	uro Filos	5. EARLIEST YEAR/LATEST YEAR TO	
			ATION/POCUMENTS/PORMS POUND	
EN	<b>:</b>		RPOSE OR FUNCTION OF THE SEPTES	
7. RECORD SERIES FORMAT(S)  1 LETTER SIZE   MICROFILM  1 LEGAL SIZE   COMPUTER TAPE	8. RECORD SERIES  ALPHABETIC  NUMERICAL	CAL	FILE DRAWER(S)  MICROFILM REEL(S)  COMPUTER TAPE(S)  OTHER(SPECIFY)	
BOUND BOOK D FLOPPY DISK	D CHRONOLOG		- Oliminate Ciri	
O AUDIO TAPE O VIDEO TAPE	□ GEOGRAPHI(	CAL .	10. ANNUAL ACCUMULATION	
OTHER(SPECIFY)	OTHER (SPEC	CIFY)	FILE DRAWER(S)	
			☐ MICROFILM REEL(S) RUSHER ☐ COMPUTER TAPE(S)	
			NUMBER - CONFUSER TAPE(S)	
DAILY WEEKLY	O MONTHLY	12. FILE BECOMES INACTIVE AFTER    MONTH(S)   YEAR(S)  14. IS RECORD SERIES DUPLICATED ELSEWHERE?    LIP YES, SPECIFY AGENCY OR OFFICE)    YES   D NO  16. AUDIT REQUIREMENTS    NONE   STATE   FEDERAL   INDEPENDENT		
13. CURRENT LOCATION(S) (BLDG.,FL	.com, Room)			
15. ACCESS RESTRICTIONS TO YES				
17. IS AN INDEX SYSTEM USED! (IF BRIEFLY AND DESCRIBE ANY MA		18. RECOMMENDE		
C YES D NO		and	ew annually destroy lete material	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE	I MEED	21. DATE	
Myles Carpeneto, Director of Procurement Services	(301) 764-4113		5/1/91	
DGS 350-4 (REVISED 2/87)				

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FOREARD WITH RECORDS RETENTION SCHEDULE (DGS 330-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794 2. DIVISION Division of Correction		AGENCY RECORDS INVENTORY  PAGE 4 or 5	
1. DEPARTMENT/AGENCY Public Safety and Correctional Services			3. UNIT Strategic Planning	
DEFINITION-RECORD SERIES -A GROUP	OF RELATED REGORI E AS WELL AS RETI	S NORMALLY FILED	AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE Strategic Planning Miscellaneou	•		5. EARLIEST YEAR/LATEST YEARTO	
	THE SERIES.		ATION/DOCUMENTS/FORMS FOUND PROSE OR FUNCTION OF THE SEPTES	
Reports  7. RECORD SERIES FORMAT(S)  □ LETTER SIZE □ MICROFILM  □ LEGAL SIZE □ COMPUTER TAPE  □ BOUND BOOK □ FLOPPY DISK	8. RECORD SERIES SEQUENCE  D ALPHABETICAL  D NUMERICAL		PILE DRAWER(S)  MICROFILM REEL(S)  COMPUTER TAPE(S)  OTHER(SPECIFY)	
DESCRIB BOOK D FLOPPY DISK  AUDIO TAPE D VIDEO TAPE OTHER(SPECIFY)	GEOGRAPHIC  OTHER(SPEC	CAL	10. ANNUAL ACCUMULATION    FILE DRAWER(S)   MICROFILM REEL(S)   RUMBER   COMPUTER TAPE(S)   OTHER(SPECIFY)	
DAILY WEEKLY	D MONTHLY	1	IS INACTIVE AFTER MONTH(S)	
13. CURRENT LOCATION(S) (BLDG.,FL	.com, room)	14. IS RECORD S	ERIES DUPLICATED ELSEVIERE? ECIFY AGENCY OR OFFICE)	
15. ACCESS RESTRICTIONS TO YES		16. AUDIT REQUI	REMENTS  ATE O FEDERAL O INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IP YES.EXPLAIN BRIEFLY AND DESCRIBE ANY MARDEARE/SOFTWARE)		18. RECOMMENDE	D RETENTION	
C YES D NO		and	iew annually destroy obso- e material.	
Myles Carpeneto, Director of Procurement Services	20. TELEPHONE :	VUMBER	5/1/91	

-	INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS \$50-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY  PAGE 5 of 5	
	1. DEPARTMENT/AGENCY Public Safety and Correctional Services	2. DIVISION Division of Cor	rection	3. UNIT Strategic Planning	
				AND USED AS A UNIT FOR	
	4. RECORD SERIES TITLE Strategic Planning Capital Bud	get Material File		5. EARLIEST YEAR/LATEST YEARTO	
	4. RECORD SERIES DESCRIPTION (BR	THE SERIES.	TYPES OF INFORM	ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SERIES	
	Letters Memos Capital Budget For mate Worksheet ar Furnishing Reques Handwritten Notes Site Plans	nd Equipment a			
	7. RECORD SERIES FORMAT(S)  1 LETTER SIZE 1 MICROFILM  1 LEGAL SIZE 1 COMPUTER TAPE  1 BOUND BOOK 1 FLOPPY DISK	8. RECORD SERIES  C ALPHABETIC  NUMERICAL  C CHRONOLOGI	CAL	FILE DRAVER(S)  MICROFILM REEL(S)  COMPUTER TAPE(S)  RUMBER COMPUTER TAPE(S)	
	OTHER(SPECIFY)	GEOGRAPHIC OTHER(SPEC		10. ANNUAL ACCUMULATION    FILE DRAWER(S)   MICROFILM REEL(S)   RUMBER   COMPUTER TAPE(S)   OTHER(SPECIFY)	
	11. FILE IS USED  DAILY MERCY	D MONTHLY	12. FILE BECOMES INACTIVE AFTER  D MONTH(S) D YEAR(S)		
	13. CURRENT LOCATION(S) (BLDG., FI	LOOR, ROOM)		ERIES DUPLICATED ELSEVHERE? EGIFY AGENCY OR OFFICE)	
•	15. ACCESS RESTRICTIONS - YES NO (IF YES, CITE LAW(S) & REGULATION(S)  17. IS AN INDEX SYSTEM USED? (IF YES.EXPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTBARE)  18. ACCESS RESTRICTIONS - YES NO		16. AUDIT REQUIREMENTS  O NOME A STATE O FEDERAL O INDEPENDENT		
			18. RECOMMENDE	Retain for five (5) years, then transfer to the State Archives for permanent retention.	
	Myles Carpeneto, Director of Procurement Services	(301) 764-4113	NAGER	5/1/9/	
	DGS 550-4 (REVISED 1/47)				